

**Instructions for Applying for General Admission to  
the United States District Court  
for the Southern District of Illinois**

**READ THESE INSTRUCTIONS CAREFULLY**

1. Pursuant to Local Rule 83.1(a), there are two ways an attorney may seek general admission to this district court. You may:
  - Ask a member in good standing of the bar of this court to file a motion on your behalf which includes the bar number of the member and all state bar numbers issued to you (*see* Local Rule 83.1(a)(1)); or
  - File your own motion accompanied by either (1) a Certificate of Good Standing from a state in which you are licensed together with all state bar numbers issued to you (*see* Local Rule 83.1(a)(2)); or (2) a copy of a Certificate of Admission to Practice in the Northern or Central District of Illinois (*see* Local Rule 83.1(a)(3)).
2. Once you decide whether another attorney will move for your admission or you will move on your own for reciprocal admission, complete the **appropriate motion** (attached), **Attorney Admission Questionnaire**, **AO153 Oath on Admission card** (*see* paragraph 3 below), and **Electronic Filing Registration Form**. Your admission packet, along with the \$226.00 admission fee, should be mailed to the Clerk of Court at either courthouse address.

Clerk of Court  
750 Missouri Avenue ★  
P. O. Box 249  
East St. Louis, IL 62201



★ Clerk of Court  
301 W. Main Street  
Benton, IL 62812

**Review the attached checklist to ensure you are submitting a complete admission packet.** NOTE: If you have ever been admitted to practice pro hac vice on any case in this Court, the \$100.00 pro hac vice fee is regarded as an installment which applies to your general admission fee. You will be required to pay the \$126.00 balance for general admission.

3. You do not need to appear before a judge to be admitted, but if you would like to do so, bring the documents referenced above when you appear before the judge. If you do not appear before a judge, you will need to appear before a Notary Public to take the prescribed oath. **The Notary Public should sign and place the seal on the attached AO153 card.** If you choose to appear before a judge to take the oath,

you should make an appointment by contacting one of the following Courtroom Deputy Clerks:

Courtroom Deputy	Phone Number	Judge	Courtroom Deputy	Phone Number	Judge
<b>Benton</b>			<b>East St. Louis</b>		
K. Jane Reynolds	(618) 439-7724	District Judge J. Phil Gilbert	Sandra Pannier	(618) 482-9013	Chief Judge David R. Herndon
Karen Metheney	(618) 439-7754	Magistrate Judge Philip M. Frazier	Linda McGovern	(618) 482-9309	District Judge G. Patrick Murphy
			Debbie DeRousse	(618) 482-9298	District Judge Michael J. Reagan
			Cheryl Ritter	(618) 482-9374	Senior District Judge William D. Stiehl
			Jackie Payton	(618) 482-9376	Magistrate Judge Donald G. Wilkerson
			Angie Vehlewald	(618) 482-9419	Magistrate Judge Stephen C. Williams

- When admitted, you will receive a copy of the signed Order, a Certificate of Admission, and a receipt for your payment in the mail. The Clerk's Office will prepare the order for the judge's signature; **it is not necessary for you to submit a proposed order**. You will receive an email with your CM/ECF login and password. Note that the Southern District of Illinois does not assign a separate federal bar number upon general admission.
- If you need additional information or assistance regarding general admission procedures, please visit our website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) and/or contact the clerk's office at (618) 482-9371 (East St. Louis) or (618) 439-7760 (Benton). The Local Rules are available on the website or may be purchased from the clerk's office for a fee.

# UNITED STATES DISTRICT COURT

for the

Southern District of Illinois

In the Matter of the Admission  
to Practice Generally of:

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## **MOTION FOR ADMISSION TO PRACTICE GENERALLY**

1. The undersigned attorney, a member in good standing, moves for the general admission of \_\_\_\_\_ to the United States District Court for the Southern District of Illinois.

2. The applicant for admission resides in \_\_\_\_\_ (city/state) and is licensed to practice law in the State(s) of \_\_\_\_\_.  
The state bar number(s) issued to applicant are: \_\_\_\_\_.

3. Movant has known the applicant for \_\_\_\_\_ (years/months), and knows that s/he exhibits good moral character and general fitness to practice law. Movant recommends the applicant's admission to practice law in this district court.

Accordingly, movant asks that the court admit \_\_\_\_\_ to practice generally before this court pursuant to Southern District of Illinois Local Rule 83.1(a)(1).

Signed on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Movant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Bar Number of Movant

# UNITED STATES DISTRICT COURT

for the

Southern District of Illinois

In the Matter of the Admission  
to Practice Generally of:

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)  
)  
)  
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## **MOTION FOR RECIPROCAL ADMISSION** **TO PRACTICE GENERALLY**

1. The undersigned attorney moves for general admission to the United States District Court for the Southern District of Illinois. In support of this motion, I have attached the following:

\_\_\_\_ Pursuant to Local Rule 83.1(a)(2), a Certificate of Good Standing from the State(s) of \_\_\_\_\_ where I am licensed to practice law; or

\_\_\_\_ Pursuant to Local Rule 83.1(a)(3), a copy of my Certificate of Admission in the Northern or Central District of Illinois.

2. The undersigned attorney resides in \_\_\_\_\_ (city/state) and is licensed to practice law in the State(s) of \_\_\_\_\_. The state bar number(s) issued to me are: \_\_\_\_\_.

Accordingly, I ask to be generally admitted to practice before this court.

Signed on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS



ATTORNEY ADMISSION QUESTIONNAIRE

1. Full Name: \_\_\_\_\_
2. Affiliation/Firm Name: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_
5. Primary E-mail Address: \_\_\_\_\_
6. Secondary E-mail Address: \_\_\_\_\_
7. List all federal bar memberships, the date of admission, and your bar identification number, if any.

Jurisdiction	Date Admitted	Bar ID Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. List all state bar memberships, the date of admission, and your bar identification number, if any.

State	Date Admitted	Bar ID Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. List the undergraduate schools you attended and the degrees you received, if any.

Schools Attended

Degrees

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10. List the law school(s) you attended, the dates of attendance, and the degree you received, if any.

Law Schools Attended

Degrees

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11. Have you read and become familiar with:

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|----|--|-----|----|
| a. | the law relating to jurisdiction and venue in a United States District Court?  | Yes | No |
| b. | the Federal Rules of Civil Procedure?  | Yes | No |
| c. | the Federal Rules of Criminal Procedure?   | Yes | No |
| d. | the Federal Rules of Evidence?   | Yes | No |
| e. | The Model Rules of Professional Responsibility of the American Bar Association or as adopted by the State of Illinois? | Yes | No |
| f. | The Standards of Professional Conduct within the Seventh Circuit?  | Yes | No |

12. Have you assisted in the preparation of a civil or criminal case for trial? Yes No

If so, approximately how many times? \_\_\_\_\_

Were any of the cases pending in federal court? Yes No

13. Have you observed a complete hearing at which testimony was taken on the merits in a United States District Court? Yes No

14. Would you be willing to join our pro bono panel of volunteers to represent indigent civil litigants on cases pending in the district? Yes No

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NAME: (LAST, FIRST, MI)		SOCIAL SECURITY NO.
<b>OATH ON ADMISSION</b>  I, _____, DO SOLEMNLY SWEAR (OR AFFIRM) THAT AS AN ATTORNEY AND AS A COUNSELOR OF THIS COURT I WILL CONDUCT MYSELF UPRIGHTLY AND ACCORD- ING TO LAW, AND THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES.		
DATE:	SIGNATURE:	BAR I.D. NO.

COMPLETE REVERSE SIDE

FIRM NAME		TEL. NO.
FIRM ADDRESS		
CITY	STATE	ZIP CODE
SWORN AND SUBSCRIBED BEFORE ME,		DATE
ADMITTED ON MOTION OF: (Movant)		

**Checklist for Applying for General Admission to  
the United States District Court  
for the Southern District of Illinois**

1. **MOTION FOR GENERAL ADMISSION**

\_\_\_\_\_ I have enclosed a completed Motion for Admission of Another to Practice Generally; or

\_\_\_\_\_ I have enclosed a Motion for Reciprocal Admission to Practice Generally and all necessary attachments.

2. **ATTORNEY ADMISSION QUESTIONNAIRE**

\_\_\_\_\_ I have enclosed a completed Attorney Admission Questionnaire.

3. **AO153 OATH ON ADMISSION CARD**

\_\_\_\_\_ I have appeared before a Notary Public and signed the AO153 Oath on Admission Card, and the notary has signed the card; or

\_\_\_\_\_ I have not attached a signed AO153 Oath on Admission Card, because I have contacted a courtroom deputy clerk to schedule a time to appear in person before a judge.

4. **ELECTRONIC FILING REGISTRATION**

\_\_\_\_\_ I have enclosed a completed Electronic Filing Registration Form;

\_\_\_\_\_ I have not submitted an Electronic Filing Registration Form because I already have a login/password in the Southern District of Illinois. My login is: \_\_\_\_\_.

5. **FEE**

\_\_\_\_\_ I have enclosed a check in the amount of \$226.00 made payable to Clerk, U.S. District Court; or

\_\_\_\_\_ I have enclosed a check in the amount of \$126.00 made payable to Clerk, U.S. District Court because I have already been admitted to practice pro hac vice in this Court, and the \$100.00 pro hac vice fee was an installment to be applied to the general admission fee.

Once you have completed this checklist and the documents it references, mail it with your admission packet to either courthouse.

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